

JOB DESCRIPTION

JOB TITLE:	Exercise Instructor	JE NUMBER: E880
DIRECTORATE:	Leisure, Culture and Community Wellbeing	BAND: 5 +Market supplement £6.44-£8.44
RESPONSIBLE TO:	Duty officers	
RESPONSIBLE FOR:	The safety and welfare of participating customers	
MAIN PURPOSE OF POST:	The preparation, instruction and delivery of a 'keepfit/exercise' class to general members of public to the required standard stipulated by the appropriate governing exercise body. To deliver in accordance with current health and safety regulations.	

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	In accordance with the specified keepfit programme, undertake preparation, instruction and delivery of a general public class, in a safe, effective and professional manner.
2.	To give advice as requested to patrons of the class on all matters related to general fitness and exercise.
3.	To collect receipts/tickets on entry to the class, ensuring that all users have paid the appropriate entrance fee.
4.	To be responsible for ensuring that all equipment is set up in a correct and safe manner and any faults reported immediately for rectification.
5.	To update, and constantly review the keepfit programme/routine instructed to the class, to ensure patrons return and interest is maintained.
6.	To keep abreast of all the "new" fitness initiatives on the market, informing management of any such activities that could be promoted further.
7.	To contribute to the marketing and promotion of the fitness programme.
8.	To develop music routines and provide own playlists for instruction purposes, appropriate to the class taught, taking into account current legal requirements. To operate and control, the music centre provided, and be responsible for any radio, microphones and associated equipment used.
9.	To ensure continual improvement and development of personal skills and knowledge, and to maintain qualifications/certification to teach and attend regular update workshops.
10.	To be suitably insured to take relevant exercise classes and annually provide documentary evidence to this effect.
11.	To ensure personal presentation is maintained to a high standard at all times.
12.	To inform management immediately of any accident or incident that requires attention, completing accident report forms as appropriate.

13.	<p>SPECIAL REQUIREMENTS:</p> <p>To work as requested on a regular class session, and also to cover for other teachers/instructors according to individual experience and qualification as maybe required.</p> <p>May be required to work as directed from/at any premise within the organisation/department.</p> <p>The above Job Description should be read in conjunction with the locally agreed Terms and Conditions of Employment for Sport and Leisure Management Employees.</p> <p>The scale of the post takes into account the preparation and planning of the programme content,</p>
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GENERAL – To be aware of and implement the following:
Equalities – The council’s Equality and Diversity Policy which sets out the council’s commitment to advancing equality and social inclusion while celebrating the diversity within our communities.
Code of Conduct – All employees of Chesterfield Borough Council must comply with the Employees’ Code of Conduct.
Health & safety – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council’s Health and Safety policy.
Staff Development - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council’s performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.
Data Protection – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.
Safeguarding Children and Vulnerable Adults - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

SPECIAL FEATURES OF POST:

Political Restriction			NO	
Vetting Checks e.g Disclosure and Barring Service (DBS)	YES			
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES			
You may be required to carry out those duties at your present workplace or at another council venue.	YES			

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

JOB TITLE:	Exercise Instructor	JE NUMBER:	E880
DIRECTORATE:	Leisure, Culture and Community Wellbeing	DATE:	17.2.22

KNOWLEDGE / SKILLS / ABILITIES		Assessment Method Application Form, Interview, Qualification / Certificates
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Essential		
•	Ability to communicate clearly	Interview
•	Projection of Voice	Interview
•	Clear demonstrations/instructions	Interview
•	Ability to gauge level and scope of class, and tailor-make instruction programme to match	Interview
Desirable		
•	Knowledge of changing fitness trends/environment	
EXPERIENCE		
Essential		
•	Previous experience - proven in the instructing of exercise and group fitness classes	Application/Interview
QUALIFICATIONS		
Essential		
•	RSA Exercise to Music or equivalent, which have recognised governing bodies	Application Form, Interview, Qualification / Certificates
•	Public Liability Insurance	Application Form, Interview, Qualification / Certificates
Desirable		
•	Personal P.P.L. Cover	Application Form, Interview, Qualification / Certificates

•	Additional recognised qualification relating to Step; Aqua-Cise, Circuit Training, Aerobics, Spinning etc	Application Form, Interview, Qualification / Certificates
•	Affiliation to a governing Body e.g. REPS, CIMSPA, LES MILLS.	Application Form, Interview, Qualification / Certificates

OTHER REQUIREMENTS

Essential

•	To display the council's values and behaviours when carrying out the job role	Application Form, Interview
•	To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
•	Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview

COMPETENCY REQUIREMENT:

Seeing the Big Picture	<p>Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.</p> <p>For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.</p>	Interview
Level: 1		
Changing and Improving	<p>People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.</p> <p>For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and</p>	Interview
Level: 1		

	partnership approaches wherever possible.	
Making Effective Decisions	Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care. For leaders it's about reaching evidence based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.	Interview
Level: 1		
Leading & Communicating	At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm. It's about championing difference and external experience and supporting principles of fairness of opportunity for all. For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.	Interview
Level:1		
Collaborating and Partnering	People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions. For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable	Interview
Level: 1		
Developing self and others	Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving. For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change	Interview
Level: 1		
Delivering Value for Money	Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of	Interview

<p>Level: 1</p>	<p>public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.</p> <p>For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available</p>	
<p>Managing a Quality Service</p>	<p>Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.</p> <p>For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services</p>	<p>Interview</p>
<p>Level: 1</p>		
<p>Delivering at Pace</p>	<p>Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.</p> <p>For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly</p>	<p>Interview</p>
<p>Level: 1</p>		